

WEEKLY BULLETIN

May 16, 2005

Clearfield Job Corps Center

Vol. 14, No. 19

SST: #5 Emotions

The Negative Neighbor

Charles Swindoll, from *Three Steps Forward, Two Steps Back*



I once heard about a farmer who was continually optimistic, seldom discouraged or blue. He had a neighbor who was just the opposite. Grim and gloomy, he faced each new morning with a heavy sigh.

The happy, optimistic farmer would see the sun coming up and shout over the roar of the tractor, "Look at that beautiful sun and the clear sky!" And with a frown, the negative neighbor would reply, "Yeah—it'll probably scorch the crops!"

When clouds would gather and much-needed rain would start to fall, our positive friend would smile across the fence, "Ain't this great—God is giving our corn a drink today!" Again, the same negative response, "Uh huh...but if it doesn't stop 'fore long it'll flood and wash everything away."

One day the optimist decided to put his pessimistic neighbor to the maximum test. He bought the smartest, most expensive bird dog he could find. He trained him to do things no other dog on earth could do—impossible feats that would surely astound anyone.

He invited the pessimist to go duck hunting with him. They sat in the boat, hidden in the duck blind. In came the ducks. Both men fired and several ducks fell into the water. "Go get 'em!" ordered the owner with gleam in his eye. The dog leaped out of the boat, walked on the water, and picked up the birds one by one.

"Well, what do ya think of that?"

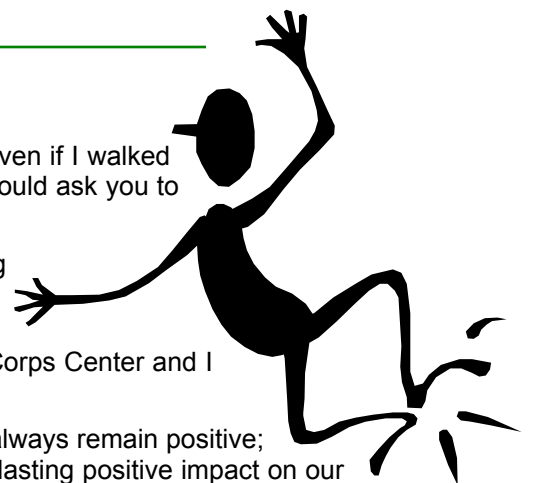
Unsmiling, the pessimist answered, "He can't swim, can he?"

Which one are you, the optimist or the pessimist?

Unfortunately, there are some that are the latter. It will never matter what I do, even if I walked on water, or what their manager does, it will never be enough! If that is you, I would ask you to consider the impact you are having on the young people's lives around you.

The only way our students will make it and become successful is by maintaining a positive attitude. They need this just as much as their vocational and academic education and the only way they will get it is if you instill it in them. If you are unable to do that then you are unable to do your job at Clearfield Job Corps Center and I would encourage you to find employment elsewhere for the sake of our youth.

For the optimists, I applaud you. It is not easy to face significant obstacles and always remain positive; but it can be done. It's our choice and you have made a choice that will have a lasting positive impact on our students.



Dean Hoffman, Center Director

#5 Emotions

Diversity

Emotions play a significant part in our interactions at home, in school or training programs, and on the job. Understanding and managing our emotions requires the ability to identify our feelings and reactions in different situations and plan our responses. People who understand and manage their emotions are able to identify their feelings and respond in ways that help them get results. People without this ability may not be able to reach their personal and career goals. Getting along with others, holding a job, and being a contributing member of society all require that we understand and manage our emotions.



People of different cultures may have learned to deal with emotions differently. What is emotionally accepted behavior in one culture may not be accepted in another. When we are confused by an emotional response from someone, it may be helpful to ask questions. For example, "Your reaction concerns me and I don't understand it. Can you help me understand what you may be feeling and why?"

Change

Change often creates strong emotions in us. Some people like change and look forward to it, and others are resistant to change. They feel more comfortable in a stable state. In today's workplace, change happens very frequently, and we all must learn how to deal with the emotions that change produces in a positive manner. Changes in the workplace can be made more tolerable if the reasons for the changes are explained and the people who will be affected by the change have something to say about it.



Key Words & Concepts

EMOTIONS: the part of our awareness that involves feeling

EMOTIONAL REACTIONS: the feeling(s) that come up in specific situations

EMOTIONAL RESPONSES: actions resulting from emotions in specific situations

EMOTIONAL CLIMATE: the way things feel

APPROPRIATE: fitting for a particular person, condition, occasion, or place

TRIGGERS: conditions or situations that can bring up strong emotional reactions

MANAGING EMOTIONS: the ability to understand feelings in situations, keep control over one's reactions, and plan responses and actions

SUPPORT: aid to someone faced with a challenge



Creating a Positive Environment

Our emotional response to something can create a positive or negative environment. When we have control over our emotions, we are able to use our hearts and our minds to make decisions and take action. Actions that come from our hearts and our heads often have positive results. When we lose control of our emotions, we often say or do things we later regret. These types of actions can cause damage to people, things, and relationships, resulting in a negative environment.



The Hispanic Support Group would like to thank everyone who helped with organizing the Cinco de Mayo celebration held Wednesday night, May 4.

Ray Farzati and the cafeteria staff – for patience and the delicious food.

The Pacific Islander Support Group – for all their hard work setting up the stage and band.

Warehouse staff – for providing us with a vehicle to move the stage around.

Recreation staff – for being there for our back-up plan.

All the staff and students that took part in the festivities.

La Fusion – the Band.

A long list of students who helped to set-up and takedown the stages and band.

The success of the event shows that if we all work together, we can make good things happen.

PAUL LITRELL
CDP COUNSELOR

Welcome to Clearfield Job Corps Center

MARK FLUCKINGER
Career Preparation Specialist
On-call

Status Change

JARE ELBRADER
Career Preparation Specialist
Full-time

Utah Unites in Hope

The Clearfield Job Corps Diplomats have been involved in fundraising for the "Utah Unites in Hope" Remembering 9/11 Memorial. The memorial will be built at the Utah State University Botanical Center located in Kaysville. The memorial will honor the lives of those Utahans (3) who died during the events of 9/11 as well as the Utah soldiers (16) who have died as a result of the war on terrorism. Diplomats are currently helping to sell wristbands as part of their fundraising efforts. One hundred percent (100%) of the money raised through the sale of wristbands will go directly toward the funding of the memorial.

The wristbands are selling at \$2.00 each or 3 for \$5.00. Checks will be accepted; however, they must be made out to "Utah Unites in Hope."

Please support the students' efforts and be a part of this permanent piece of our Utah history. All those who purchase a wristband should sign the "Utah Unites in Hope" Banners.

If you have any questions about the memorial feel free to ask a Diplomat or call Kathy Pennington at extension 4354. Presentations are given every Tuesday at the Botanical Center Greenhouse located at 725 S. Sego Lily Drive, Kaysville, Utah.

Diplomats selling wristbands are:

1A&B Steven Santos II
President

T-North Veronica Pech
Vice-President

1A&B David Teets
Secretary

1A&B Steven Gonzalez
Inventory/Supply Officer

THANK YOU IN ADVANCE,
KATHLEEN P. PENNINGTON

Academic Stars

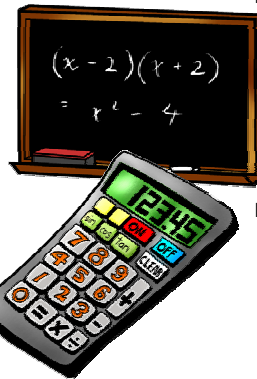


Reading Completers

Haddis BeKele
Miguel Beltran
Jacob Gonzales
Krystal Wallace

Math Completers

Jose Cervantes-Salguero
Michael Curiel
Andrew Hamilton
Beatriz Juarez
Hector Munoz
Jason Parson
Joyce Pretty
Weasel
Seana Silva
Laura Stowe
Paul Williams



GED Completers

Adrians Baca
Lashe Baldwin
Jose Cervantes
Joseph Cops
Christopher Cottle
Jonathan Giratas
Irving Gomez
Jose Gomez
Joe Land
Bryan Liebe
Rolando Lujan
Tirrell Montgomery
Linda Roberts

Obtained Driver's License

Clay Akiona
Eric Cantu
Qunicy Releford
Eugene Tukumoeatu

Mural Contest

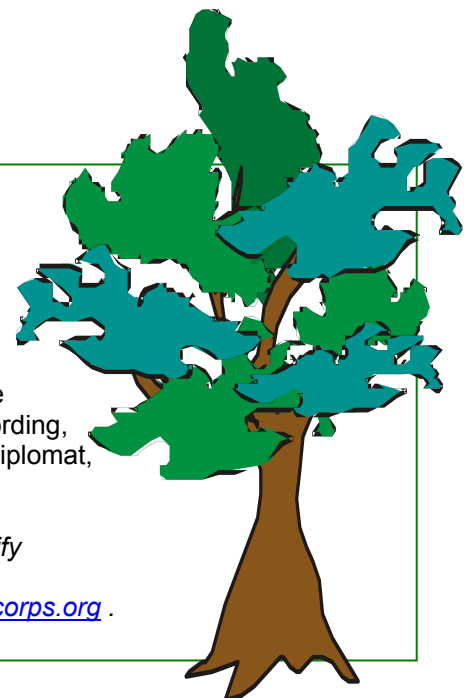
The Leadership Council is sponsoring a mural contest as part of the grand reopening of the Information Center. The first place winner will have the opportunity to paint his or her mural on the outside of the Information Center. First place will also win a prize of \$150. The theme for the mural is "Leadership."

"You helped me out"

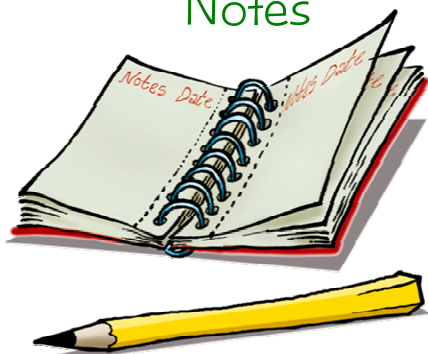
Meredith Lund left the following note after she gave the "tree" to another deserving Employee:

"The fountain of any great organization is service." **Donna Steen [LPN]** is a worker bee behind the scene whether it is in a clinical responsibility or with the endless task of recording, reporting, and paperwork. Her "glass" is half-full and her smile is contagious. She is a diplomat, a peacemaker, a "go-to-guy." It truly is good to have here "bee" my co-worker.

Remember, the holder of the "tree" should pass the award on to someone else and notify Terry at extension 4202, so she can publish the name and department of the recipient. You can also email me your selection and reasons by Wednesday at moore.terry@jobcorps.org.



Residential Living Notes



Unit 1

Student George Sweet was offered a full time position at an Electric Company in Ogden. Congratulations George!!

I would like to thank the staff and students of Unit 1 for their hard work and efforts in preparing the dorms for the recent assessment.

Unit 2

Brad Bootsma out of 1AB is the CJCC chess champion, and will be competing in the Weber Basin chess challenge.

Thanks to the staff and students from 1AB for their help in pulling weeds in front of the Step 2 and 21+ honor dorms. It looks really great!!

Unit 3

L dorm would like to create a theme of tropical rain forest in the dorm and in order to do this we are going to purchase posters and plants that represent this idea.

Unit 5

Congratulations to TA/TC/TE dorm for having zero alcohol/drug violations during the month

of April. Special recognition goes to TA (In April 2004 – TA had no alcohol/drug violations. Keep up the good work!

Sack Talk:

On Thursday, May 19, I expect our students and staff to come together and enjoy our first Fun Day of 2005. Hopefully, the weather will cooperate and it will be a beautiful sunny day outside. The cafeteria will have a special lunch to kick off the "fun day" activities.

It all starts at 1:30 PM out on the administration filed where we will have several special attractions, including:

Inflatable Games
Olympic Challenge
Gladiator Joust
Bungee Run
Mechanical Bull

We will also have two National Guard Hummers on display and cotton candy will be given out. We will have additional surprises as the afternoon progresses.

More "fun day" activities will be featured in the gymnasium and Student Activity Center, including:

Arts and Crafts
Bowling
Pool/Billiards
Ping Pong

We hope to see everyone out participating with the students. It should be a very special day for all.

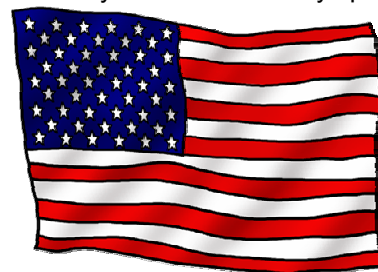
The inclement weather has once again pushed us back another week for the start of Intramural Softball. Hopefully, we can start working on the field this week. Our students are ready to "play ball."

On Sunday, May 19, we plan to take 120 students off center to see the

opening of Star Wars Revenge of the Sith. Gold Card students will be given top priority.

In Honor of Memorial Day

Please take a few moments from your busy day to pause, reflect, and thank those who have served and are serving our country. Join us for a very special



Flag Ceremony
Friday, May 27,
8:00 AM

We would like to honor staff who have served or are currently serving in the military. Please send an email to Alicia Stapley by May 23, 2005, with the following information:

Name
Military Branch
Service Date
Tour of Duty Served

We have invited a special group of students from Ben Lomond High School to help us commemorate this occasion.

Thank You

I would like to thank all staff and students for your cooperation with last week's medical occurrence. It's nice to know that when unexpected emergencies occur everyone is on the same team.

DEAN HOFFMAN
CENTER DIRECTOR

How Do You Feel Today?



Recognizing your feelings!!!

MINUTES

ASSOCIATES' MANAGEMENT MEETING

May 10, 2005

ATTENDEES:	Dean Hoffman	Randle Anderson	Russell Johns	Dave Sackolwitz
	Jim Sandoval	Mike Bird	Kent Jones	Jeff Stewart
	Jacque Snell	John Bush	Marty Kenison	Scott Walker
	Rod Stanger	Veronica Edet	Mark Mansell	Elaine Walton
	Lydia Stevenson	Spencer Egan	Stormy Meldrum	Barbara Wright
	Robyn Wright	Merle Hill	Scott Pattison	Terry J. Moore
EXCUSED:	Hank Owens	Ray Farzati	David Goodin	Ronald Korth
	Harvey Brenner	Henry Garcia	Kathy Holloway	Kray Stanley

DEPARTMENTAL REPRESENTATIVE: Kristie Noble, Student Records

Ms. Robyn Wright announced that admissions counselors from Fresno and San José, California, will visit the center on Thursday and Friday, May 12-13. The group will tour all areas and meet with the directors for a question and answer session. They will also join their students for an ice-cream social in the Eagle Room.

Ms. Robyn Wright discussed the scheduling changes to implement the sixth week of career preparation. The tentative date for implementation has been set for May 16. All departments impacted by the schedule change will be contacted to finalize implementation plans.

Mr. Sandoval announced that all veterans employed at the Clearfield Job Corps Center will be honored at a special flag raising ceremony at 8:00 AM on Friday, May 27. Veterans from surrounding communities will also be invited to the ceremony. A survey will be disseminated to gather information on current employees with regard to dates of service and theater (Vietnam, Gulf, etc.) if any. Students from Ben Lomond High School will assist with the ceremonies.

Mr. Anderson announced that paperwork for 18 students is currently at the district office for evaluation toward high school graduation. An additional three or four students may also qualify for graduation this month.

Mr. Bush announced that CIS evaluation training will be scheduled in hour-long sessions July 5-8 and again on July 11 and 15. He asked the managers to contact MIS to schedule sessions for their staffs. All staffs who complete student evaluations must attend the training. CIS evaluations will begin when the students return from summer break.

Ms. Walton advised that Career Readiness Training seminars will begin on Monday, May 16, and will be full-day sessions. Names of students for each seminar must be in by 3:00 PM on Wednesdays to facilitate scheduling. The classroom is designed for twelve students but may accommodate up to fifteen.

Ms. Edet discussed updating focus groups and holding two groups per month. This month's topic will be "gangs" and the students' impression of safety on center. Topics will change each month.

Mr. Steward once again reminded the managers of the importance of ensuring that all employees' time cards are submitted on time.

May 10, 2005
Page 2

Mr. Bird announced that R & L Fence will install a wrought iron fence around the fountain and a parking lot area north of the Information Center this week. Other planned projects include refinishing the gymnasium floor during summer break.

Mr. Stanger advised that representatives of the Exceed Corporation are on center this week to conduct an audit of our procurement process. They will be here for seven days. The representatives include: Joseph Kendrick, Project Manager, Anthony Stevens, Research Analyst, and Barry Hammons, Research Analyst.

Ms. Stevenson outlined the schedule for trade group meetings and reminded the managers to submit items for discussion. Trade groups meet according to the following schedule:

- Service Trade Group Thursday, 11:00 AM
- Construction Trade Group Friday, 8:00 AM
- IT Trade Group Friday, 11:00 AM

Ms. Stevenson also announced that the Davis Chamber of Commerce Women in Business will meet at the Clearfield Job Corps Center on Thursday, May 12.

Mr. Sackolwitz distributed flyers for Fun Day on May 19 and encouraged all staff to participate. He then announced that the center's coed volleyball team beat the MTC corporate team for the league championship.

Mr. Hoffman asked the managers to encourage all staff to attend one of the all-staff meetings on Thursday, May 12. He also distributed and discussed the comparative goal report for the past two years.

Mr. Hoffman briefly discussed current medical problems and will be presenting more in-depth information at the all-staff meetings. He suggested that we stress proper hygiene and at-risk behaviors (sharing drinks, cigarettes, etc.) with students in all areas.

Dean Hoffman
Center Director

Recorded by: Terry J. Moore
Administrative Assistant

Center Estimates for Reaching Performance Goals



	Required per week	March 2005					April 2005				May 2005				June 2005			
		Week 1	Week 2	Week 3	Week 4	Week 5	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4
60-Day	34	26	28	21	37	41	32	35	20	27								
GED/High School	15	7	9	8	18	17	18	9	7	8								
Vocation	24	16	21	15	25	27	15	19	13	15								
Literacy	18	5	10	5	3	6	10	10	4	6								
Numeracy	14	10	11	6	10	23	9	9	6	11								
All Terminee	27	39		15	50	31	15		41	32								
Graduate Placement	24	28		13	41	24	8		32	21								
Average Wage	12 @ \$8.50	16		7	15	6	2		14	9								



JCDC News

Vol. 5, No. 18

May 6, 2005

JCDC News is a weekly publication of the National Data Center. Distribution is to all contractors, centers, CT Providers, OA, Regional and National Offices.

Please e-mail feedback, comments, and questions to customerfeedback@jobcorps.org or call the TAC HelpDesk at 1-800-598-5008, Opt. 2

Youth News You Can Use

Youth Resource Connections (YRC) is published monthly by the DOL Office of Youth Services. The YRC provides important announcements and information for



state and local practitioners, youth, and others interested in youth development. The ETA will be distributing the YRC via email to all Job Corps staff soon. Go to

http://www.doleta.gov/youth_services/listserv/ to view past issues in PDF or HTML.

Reminder: SPAMIS PC has been retired. Support for SPAMIS PC has been discontinued as of April 29, 2005. For more information, see JCDC Notice 04-178.

CDSS Connection

The **Job Corps Web Discussion Board** is a great way to share information with other CDSS users. As part of the Job Corps user community, you can use this discussion group to communicate with other CDSS users on topics ranging from application issues to hardware.

You can find this discussion board at <http://supportforum.jobcorps.org>. First, you'll need to enter the Job Corps username and password for Web sites (jcstaff, SLAL40th). Then, register with the board by creating a login name and password. After you have registered, click the Job Corps Discussion Board link on the top right-hand area of the screen. To view posts and replies, click the link in the Last Post column.

CIS New Release Coming Soon

The upcoming CIS release includes updates to the **Attendance, Finance, and Management** modules. You will see updates to the Morning Report, such as Arrivals, which includes new students and reinstatements. Students who transfer from a center now display in the Separation section, and students who transfer to a center display with accurate LOS.



Browser for SHIMS Access

To access SHIMS, be sure to use the Web browser on your local workstation rather than accessing SHIMS through your browser on the Citrix desktop. If you have any problems accessing SHIMS through your local browser, please contact the TAC.



This Week in Training

Email deployment@jobcorps.org to enroll in the class of your choice. All times are Central Daylight, so please adjust for your time zone.



May 9	IT Trax Preview	9:30 AM
	CIS New Release Overview	1:00 PM
	PCDP/OASIS New Release Preview	3:30 PM
May 10	Section 508 Web Standards	9:30 AM
	Regional IT Trax Preview	1:00 PM
	CIS New Release Overview	3:00 PM
May 11	IT Trax Preview	9:30 AM
	CIS New Release Overview	1:00 PM
	PCDP/OASIS New Release Preview	3:00 PM
May 12	CIS New Release Overview	9:30 PM
	PCDP/OASIS New Release Preview	3:00 PM
May 13	PCDP/OASIS New Release Preview	9:30 AM
	IT Trax Preview	1:00 PM
	CIS New Release Overview	3:00 PM

For more info on the CDSS Suite of Applications training, visit our Web site:
<http://training.jobcorps.org>